

Title: Alternative Project Delivery Administrator	Effective Date: November 18, 2019	Grade: N/A	Job Category: Official/Admin.
Prior Title: Design Build Project Director	Prior Effective Date: June 25, 2016	Grade: N/A	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for providing direction and oversight for the Department’s Alternative Project Delivery Program.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Assist Department Administration in the development of the Department’s Alternative Project Delivery Program, especially in the areas of legislative authority, policy and procedure, and project selection.
- Direct all activities related to the development of documents necessary for the procurement of contractors and consultants on alternative project delivery jobs.
- Provide oversight and direction for all projects utilizing alternative project delivery.
- Develop and maintain good public relations with all stakeholders.
- Provide supervision for the Alternative Project Delivery Manager and other Alternative Project Delivery staff.

MINIMUM REQUIREMENTS

Possession of a current *Arkansas* license to practice professional engineering. Broad knowledge and experience in all phases of highway engineering, project development, construction practices, and personnel management. Ability to interpret and apply Departmental policies and procedures. Experience in highway administrative or supervisory work. Effective leadership and reasoning ability. Strong organizational skills, ability to manage diverse project assignments, attention to detail, and demonstrated proficient oral and written communication skills. Proficiency in basic computer skills, including working knowledge of Microsoft Office Suite.

